
Legal Skills for Secretaries and Paralegals Seminar
January 7-11, 2002
Columbia, South Carolina

Agenda

Monday, January 7, 2002

8:00 - 8:30 A.m.	Registration
8:30 - 8:50 A.m.	Welcome and Administrative Announcements
8:50 - 9:10 A.m.	Overview of the Seminar
9:10 - 10:10 A.m.	The American Rulemaking System
10:10 - 10:30 A.m.	Break
10:30 - 12:00 P.m.	The American Judicial System
12:00 - 1:15 P.m.	Lunch
1:15 - 3:00 P.m.	Citation Rules
3:00 - 3:15 P.m.	Break
3:15 - 4:00 P.m.	Citation Rules (Continued)
4:00 - 5:15 P.m.	Ethics for Secretaries and Paralegals
5:15 P.m.	Recess

Tuesday, January 8, 2002

8:30 - 9:30 A.m.	Book-based Cite Checking
9:30 - 9:50 A.m.	Break
9:50 - 10:50 A.m.	Book-based Cite Checking (Continued)
10:50 - 12:00 P.m.	Group 1: Cite Checking with Westlaw Group 2: Individual Work on Citation Exercises Worksheet
12:00 - 1:00 P.m.	Lunch

1:00 - 3:00 P.m.	Effective Writing
3:00 - 3:20 P.m.	Break
3:20 - 4:30 P.m.	Group 2: Cite Checking with Westlaw Group 1: Individual Work on Citation Exercises Worksheet
4:30 P.m.	Recess

Wednesday, January 9, 2002

8:30 - 9:00 A.m.	Introduction to the Library and Westlaw Exercises
9:00 - 10:00 A.m.	Secretaries, Group A: Cite Checking with Westlaw Secretaries, Group B: Cite Checking in the Library <i>Library Assistants:</i>
9:00 - 10:00 A.m.	Paralegals: Legal Research
10:00 - 10:30 A.m.	Break
10:30 - 12:15 P.m.	Secretaries, Group A: Cite Checking with Westlaw Secretaries, Group B: Cite Checking in the Library
10:30 - 12:15 P.m.	Paralegals: Legal Research (Continued)
12:15 - 1:45 P.m.	Lunch
1:45 - 3:15 P.m.	Secretaries: Bluebook Style Rules Indianapolis, Indiana
3:15 - 3:30 P.m.	Break
3:30 - 5:15 P.m.	Secretaries: Bluebook Memo Editing Workshop
3:30 - 5:15 P.m.	Paralegals: Legal Research Workshop
5:15 P.m.	Recess

Thursday, January 10, 2002

8:30 - 8:40 A.m.	Morning Introduction
8:40 - 10:00 A.m.	Secretaries, Group A: Cite Checking in the Library Secretaries, Group B: Cite Checking with Westlaw

10:00 - 10:30 A.m.	Break
10:30 - 12:15 P.m.	Secretaries, Group A: Cite Checking in the Library Secretaries, Group B: Cite Checking with Westlaw
12:15 - 1:45 P.m.	Lunch
1:45 - 3:15 P.m.	Secretaries: Letter Writing Workshop Paralegals: Westlaw Research
3:15 - 3:30 P.m.	Break
3:30 - 5:15 P.m.	Secretaries: Letter Writing Workshop (Continued)
3:30 - 5:15 P.m.	Paralegals: Westlaw Research
5:15 P.m.	Recess

Friday, January 11, 2002

8:30 - 10:00 A.m.	Proofreading Workshop
10:00 - 10:30 A.m.	Break
10:30 - 11:30 A.m.	Bluebook Olympics
11:30 A.m.	Evaluations, Certificates, and Adjournment